

Ending a Subsidized Guardianship

Note: To end a Subsidized Guardianship, assignment to the case is needed.

Note: When the child's Subsidized Guardianship Eligibility Determination is approved with a status of Terminate, the ending of the agreement and service are automated.

1. From your desktop, select the Cases tab. Select View case information for the specific case. Select Eligibility and click the [Subsidized Guardianship Eligibility](#) hyperlink.

eWiSACWIS Actions Financial State Security Help Refresh Search

Home Cases (522) Providers (222) Workers (73) Approvals (1366) Access Reports (132) ICPC Referrals (12) YJ Refe

Cases

View by: ☒ Case ☐ Participant

Filter by: ☐ Date restricted ☒ Not approved/cancelled ☒ Multiselect

Cases: 522

Breaker, Boy (9222749)
Case details:
Subsidized Guardianship
Green - Monroe

Case address:
123 Main Street
Abbotsford, WI 54405
(608) 555-4545

Primary worker:
Supervisor, Partnership
spoonm@dhfs.state.wi.us

View case information

Agreements and Notices Assets and Income Assignments Legal Planning Related People

☒ **Eligibility**

Adoption Assistance After 18		Breaker, Boy	
Subsidized Guardianship Eligibility	07/22/2020	Breaker, Boy	Continue Payment
Subsidized Guardianship Funding Determination	10/05/2011	Breaker, Boy	Pending

2. On the Subsidized Guardianship Eligibility page, click the Insert button.

Subsidized Guardianship Eligibility - Internet Explorer

eWiSACWIS TM Print Spell Check Help ?

Child Information
Child Name: [Breaker, Boy \(9226064\)](#) DOB: 02/02/2005 Age: 16

Eligibility History Notices and Decisions Template History

History

Date	Type	Eligibility Status	Override Decision	Decision Date	
10/10/2011	Initial	Eligible			View
07/22/2020	Annual Review	Continue Payment			View

☐ View Not Approved/Made in Error

Insert Save Close

3. On the Subsidized Guardianship Eligibility Determination page, select 'Change in circumstance(s)' or 'Annual Review' from the Type of Determination drop-down. Enter the Effective Date, answer the change in circumstance(s) or annual review questions, and enter details in any required fields as applicable. Once complete, select 'Approval' from the Options drop-down and click the Go button.

Subsidized Guardianship Eligibility Determination -- Webpage Dialog

eWiSACWIS TM Print Spell Check Help ?

Child Information

Child Name: [Breaker, Boy \(9226064\)](#) DOB: 02/02/2005 Age: 16

Type of Determination: Change in circumstance(s) Effective Date: 12/01/2020 Eligibility Status: Pending

Change in circumstance(s)

Question 1:
☐ Yes ☒ No Has the family's address changed? If yes, indicate the date of the change.

Question 2:
☒ Yes ☐ No Has there been a change in the child's guardian? If yes, indicate the date of the change. Date: 11/29/2020

☐ Due to guardian's death/incapacitation ☒ Other (explain below): [Details](#)

[More...](#) [Less...](#) [Default](#)

Question 3:
☐ Yes ☒ No Has the guardian stopped supporting the child or has legal responsibility for the child ended? If yes, indicate the date of the change.

Question 4:
☐ Yes ☒ No Has the child graduated, completed, or dropped out from a full-time K-12 educational program or its equivalent? If yes, indicate the date of the change.

Question 5:
☐ Yes ☒ No Has the child been removed from the care of the guardian(s) and placed into out-of-home care? If yes, indicate the date of the change.

Question 6:
☐ Yes ☒ No Has there been a change in health insurance benefits? If yes, indicate the date of the change.

Question 7:
☐ Yes ☒ No Has the guardian submitted a written request to terminate the Subsidized Guardianship Agreement? If Yes, indicate the date the documentation was received and requested date of termination.

Appeals Override Determination

Options: Actions Approval Go

Save Close

- On the Approval History page, select the Approve radio button and click Continue.

Document Information

Case: Boy Breaker
Type: SG Eligibility Determination
Date:

Approval Decision

☒ Approve ☐ Reroute ☐ Recall/Return ☐ Not Approve [Clear](#)

Supervisor Approval

You have completed and are about to approve this piece of work. Do you wish to route this work to the supervisor listed below for future approval? If no, please select "Other" to select the appropriate party.

Supervisor:

Approval History

Worker Name	Status	Date	Action
No records found.			

[Continue](#) [Close](#)

- Back on the Subsidized Guardianship Eligibility Determination page, click Save and then Close.
- On the Subsidized Guardianship Eligibility page, the Eligibility History tab displays the newly added row with an Eligibility Status of Terminate.

Child Information

Child Name: [Breaker, Boy \(9226064\)](#) DOB: 02/02/2005 Age: 16

Eligibility History **Notices and Decisions Template History**

History

Date	Type	Eligibility Status	Override Decision	Decision Date	
10/10/2011	Initial	Eligible			View
07/22/2020	Annual Review	Continue Payment			View
12/01/2020	Change in circumstance(s)	Terminate			View

[Insert](#)

☐ View Not Approved/Made in Error [Save](#) [Close](#)

Note: If the eligibility has been terminated in error, see the Reopening a Subsidized Guardianship Agreement Ended in Error User Guide.

7. On your desktop, the outlier is updated to reflect the decision of Terminate.

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Note: Supervisor approval of the decision is needed prior to task generation and payment being affected.

Note: The guardian can appeal the decision to terminate Subsidized Guardianship payments. If there is an appeal, the termination should not be approved until a decision is made by the Division of Hearings and Appeals.

Note: Once the 'Terminate as of' date is in the past, a weekly financial process ends the agreement, service, and associated amendment, if applicable.

8. Once the weekly process is complete, the Subsidized Guardianship case can be closed. See the Case Closure Process User Guide.